



SHARED ETHICS ADVISORY COMMISSION

SERVING NWI SINCE 2005

Joint Board of Delegates

Interlocal Ethics Entity Standing Meeting Minutes - March 11, 2026

Meeting Summary: The Joint Board of Delegates Meeting focused on reviewing financials, discussing training initiatives, and welcoming new member Barbara Domer from Valparaiso. The board approved accounts payable vouchers and reviewed the 2025 annual financial report, which showed a budget surplus of \$5,691.03. SEAC executives Courtney Smith and Julie McElmurry provided updates on upcoming training sessions, including a management training on May 22nd featuring Kelly Richmond Pope, and discussed the importance of annual ethics pledge signing for candidates.

Call to Order and Pledge of Allegiance: President Janice Malinowski called the meeting to order at 8:32am followed by the Pledge of Allegiance. She stated the meeting was properly noticed in the media and to the public. The meeting was held via Zoom and available to the public.

Roll Call:

- Present via Zoom: Janice Malinowski, Andrew Kyes, Jennifer McHargue, Jennifer Sandberg, Mary Tanis, Don Ensign, Randy Novak, Keesha Hardaway, Steve Grandfield, Sue Neff, Barb Domer, Wendy Mis
- Absent: Courtney Udvare, Deborah Longer, Myles Tolliver, Jerry Tippy, Bill Carroll, Austin Bonta, Beth Hernandez, Steve Spebar
- Also Present: SEAC Execs Courtney Smith and Julie McElmurry

Membership: The group welcomed new member Barb Domer representing Valparaiso and then reviewed the list of current Joint Board of Delegate members and identified the need for representatives from East Chicago and Lowell. Janice planned to follow up with potential candidates for these positions after the meeting.

Old Business:

Approval of Minutes: Motion by Keesha Hardaway, seconded by Don Ensign, to approve the Meeting Minutes of the November 12, 2025 meeting as presented. Motion was approved unanimously.

Financials Review: Janice Malinowski presented the financial reports due to Treasurer Courtney Udvare's absence (at Clerk Treasurer Training). She reviewed the final reports for 2025 and the spending to date in 2026.



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2025 Year-end Financial Report Review: The group reviewed the financials for the Shared Ethics Initiative Fund, noting \$742.13 in interest and expenses for Nov-Dec 2025. Janice Malinowski presented the accounts payable vouchers for Nov 1–Dec 31, 2025 of \$15,160.70. A motion to approve the vouchers as presented was made by Andrew Kyres, seconded by Randy Novak and a roll call vote was taken and the motion passed unanimously. The group also discussed the year-end financial summary, which showed revenues of \$31,786.88 and expenses of \$30,308.97, coming in \$5,691.03 under budget.

DESCRIPTION	BEG. BALANCE 1/1/2026	PREVIOUS BALANCE	ACTIVITY FOR 1/1/26-2/28/26	END BALANCE 12/31/26	AVAILABLE BALANCE	2026 BUDGET
Revenues						
SHARED ETHICS INTEREST		0.00	531.51	531.51	(531.51)	0.00
SHARED ETHICS MEMBERSHIP FEES		0.00	15,000.00	15,000.00	(15,000.00)	0.00
		0.00	15,531.51	15,531.51	(15,531.51)	0.00
Expenditures						
ETHICS ADS		0.00	0.00	0.00	4,000.00	4,000.00
ETHICS PRINTING/SUPPLIES		0.00	0.00	0.00	1,850.00	1,850.00
ETHICS WEBSITE SERVICES		0.00	0.00	0.00	2,300.00	2,300.00
ETHICS SUMMIT		0.00	0.00	0.00	12,500.00	12,500.00
ETHICS MGR TRAINING		0.00	0.00	0.00	10,000.00	10,000.00
ETHICS SOFTWARE/TRAINING		0.00	0.00	0.00	2,350.00	2,350.00
		0.00	0.00	0.00	33,000.00	33,000.00
TOTAL ASSETS	92,321.98	92,321.98				
BEG FUND BALANCE	92,321.98	92,321.98		92,321.98		
NET OF REVENUES & EXPENDITURES		0.00	15,531.51	15,531.51		
ENDING FUND BALANCE	92,321.98	92,321.98		107,853.49		
LIABILITIES	0.00	0.00	0.00	0.00		
TOTAL LIABILITIES AND FUND BALANCE	92,321.98	92,321.98	15,531.51	107,853.49		

Expense Approval Report

By Fund



Town of Chesterton, IN

Payment Dates 11/1/2025 - 12/31/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 8852 - SHARED ETHICS FUND					
AVALON MANOR	INV0124748	11/03/2025	REMAINING BALANCE SEAC S...	8852-00-3130	8,899.70
CROWN POINT COMMUNITY L...	INV0124750	11/03/2025	SEAC SUMMIT DOCUMENT PR...	8852-00-3130	258.70
DOHERTY IMAGES	110625	11/07/2025	PHOTOGRAPHY FOR ETHICS S...	8852-00-3130	150.00
MONICA SOLINAS-SAUNDERS	FALL 2025	11/12/2025	TRAIN THE TRAINER SESSION	8852-00-3130	2,000.00
CECILE PETRO	INV0124821	11/07/2025	REIMB FOR CATERING PYMT E...	8852-00-3130	92.23
TRALIAN OPERATING LLC	INV021880	11/12/2025	CLASSROOM LICENSE TRAINI...	8852-00-3130	1,000.00
CECILE PETRO	INV0125338	11/21/2025	SHARED ETHICS PANERA REI...	8852-00-2110	760.07
SUSAN ZINNER	INV0125397	12/01/2025	TRAIN THE TRAINER SESSION	8852-00-3130	2,000.00
Fund 8852 - SHARED ETHICS FUND Total:					15,160.70
Grand Total:					15,160.70



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SEAC Financial Report End of Year 2025

Revenues	
Dues	\$ 25,687.50
Interest	\$ 6,099.38
Total Revenue	\$ 31,786.88

Expenses	
Julie McElmurry - Exec Committee Supplies	\$ 312.83
Spark Marketing - SEAC Pins	\$ 678.20
Crown Point Community Library-SEAC Copies	\$ 260.00
Limardi Consulting LLC - Board Training Presentation	\$ 3,000.00
Julie McElmurry - SEAC Postcards/Name tags	\$ 123.58
Avalon Manor - Board Commission Training	\$ 6,484.50
Julie McElmurry - SEAC Pens	\$ 675.00
Mary Freda-Flores - Website Services (Jan-Jun)	\$ 900.00
Avalon Manor - Deposit	\$ 250.00
Julie McElmurry - Annual Website Fees	\$ 469.71
Town of Merrillville - Event Center Rental for Training	\$ 875.00
Mary Freda-Flores - Website Services (Jul-Dec)	\$ 900.00
Julie McElmurry - Summit Posters	\$ 158.84
Julie McElmurry - Summit Office Supplies	\$ 60.61
Avalon Manor - SEAC Remaining Balance	\$ 8,899.70
Crown Point Community Library-SEAC Copies	\$ 258.70
Cecile Petro - Ace Catering Reimb	\$ 92.23
Doherty Images - Photography	\$ 150.00
Monica Solina-Saunders - Speaker SEAC	\$ 2,000.00
Traliant - Training Software	\$ 1,000.00
Cecile Petro - Panera Reimb	\$ 760.07
Susan Zinner - Speaker SEAC	\$ 2,000.00
Expenses TOTAL	\$ 30,308.97

2025 Budget Total	\$ 36,000.00
Expenses Disbursed 2025	\$ 30,308.97
2025 Remaining Budget	\$ 5,691.03



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2026 Year-to-Date Financial Review: Janice confirmed that \$227 in invoices have been paid for the website license and stamps for the Pledge mailing. SEAC is expecting to see 4 more payments in the next few months including a \$900 quarterly website support fee to Mary Frida Flores, a \$1,000 reservation fee for the management training venue, Avalon and \$2,000 for two ads for the Primary Election Pledge process. Janice asked for the group to preemptively vote on approval for these invoices of \$3,900 - a motion to approve this spending was made by Andrew Kyres and seconded by Steve Grandfield - a roll call vote was taken, and it passed unanimously.

DESCRIPTION	BEG. BALANCE 1/1/2025	PREVIOUS BALANCE	ACTIVITY FOR 11/1/25-12/31/25	END BALANCE 12/31/25	AVAILABLE BALANCE	2025 BUDGET
Revenues						
SHARED ETHICS INTEREST		5,357.25	742.13	6,099.38	(6,099.38)	0.00
SHARED ETHICS MEMBERSHIP FEES		25,687.50	0.00	25,687.50	(25,687.50)	0.00
		31,044.75	742.13	31,786.88	(31,786.88)	0.00
Expenditures						
ETHICS MISC SUPPLIES		991.03	0.00	991.03	1,008.97	2,000.00
ETHICS PRINTING		1,058.58	258.70	1,317.28	3,482.72	4,800.00
ETHICS WEBSITE SERVICES		2,269.71	0.00	2,269.71	130.29	2,400.00
ETHICS INSTR SRVCS ETHICS SUMMIT/BOARD TRAINING		10,828.95	13,902.00	24,730.95	(2,730.95)	22,000.00
ETHICS STAFF SUPPORT NIRPC		0.00	0.00	0.00	2,400.00	2,400.00
ETHICS SOFTWARE/TRAINING		0.00	1,000.00	1,000.00	1,400.00	2,400.00
		15,148.27	15,160.70	30,308.97	5,691.03	36,000.00
TOTAL ASSETS	90,844.07	106,740.55				
BEG FUND BALANCE	90,844.07	90,844.07		90,844.07		
NET OF REVENUES & EXPENDITURES		15,896.48	(14,418.57)	1,477.91		
ENDING FUND BALANCE	90,844.07	106,740.55		92,321.98		
LIABILITIES	0.00	0.00	0.00	0.00		
TOTAL LIABILITIES AND FUND BALANCE	90,844.07	106,740.55	(14,418.57)	92,321.98		

REVENUE BUDGET 2026			
SHARED ETHICS ENTITY INITIATIVE			
2026 Proposed Fees			
		Dues @ 100%	Fees @ 75%
		Regular	FY 2026
PAID 2/17	Burns Harbor	\$ 250.00	\$ 187.50
PAID 2/10	Cedar Lake	\$ 500.00	\$ 375.00
PAID 2/10	Chesterton	\$ 500.00	\$ 375.00
PAID 2/6	Crown Point	\$ 3,000.00	\$ 2,250.00
PAID 2/23	Dyer	\$ 500.00	\$ 375.00
	East Chicago	\$ 3,000.00	\$ 2,250.00
PAID 3/2	Gary	\$ 3,000.00	\$ 2,250.00
PAID 2/23	Hebron	\$ 250.00	\$ 187.50
PAID 2/12	Hobart	\$ 3,000.00	\$ 2,250.00
	Lake County	\$ 3,000.00	\$ 2,250.00
	Lake Station	\$ 500.00	\$ 375.00
PAID 2/23	LaPorte County	\$ 3,000.00	\$ 2,250.00
PAID 2/13	Lowell	\$ 500.00	\$ 375.00
	Merrillville	\$ 1,500.00	\$ 1,125.00
PAID 2/6	Munster	\$ 1,500.00	\$ 1,125.00
	Ogden Dunes	\$ 250.00	\$ 187.50
PAID 2/23	Portage	\$ 3,000.00	\$ 2,250.00
	Porter County	\$ 3,000.00	\$ 2,250.00
	Schererville	\$ 3,000.00	\$ 2,250.00
PAID 2/17	St. John	\$ 500.00	\$ 375.00
PAID 2/17	Valparaiso	\$ 3,000.00	\$ 2,250.00
PAID 2/6	Whiting	\$ 500.00	\$ 375.00
		\$ 37,250.00	\$ 27,937.50



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Janice reported that the \$90,419.72 investment with Trust Indiana was performing well with a 3.63% interest rate, and she encouraged keeping it as is due to market uncertainties. The group agreed.

Finally, Janice noted that some 2026 dues were still unpaid, including East Chicago, Lake County, Merrillville, Ogden Dunes, Porter County, and Chesterton.

New Business:

SEAC Update: Courtney Smith, SEAC President and Julie McElmurry, SEAC Communications Committee Chairman gave an update on SEAC activities. They highlighted the upcoming management training scheduled for Friday, May 22nd featuring Kelly Richmond Pope, known for her work on municipal fraud, and discussed the importance of continuous ethics training. They also discussed the SEAC Candidate Ethics Pledge process which has begun for the 2026 Primary Election reminding the JBOD members running for office to go to the sharedethics.com website to sign the Pledge.

Adjournment: There being no further business, a motion made by Steve Grandfield, seconded by Sue Neff was passed unanimously. The meeting adjourned at 9:40am.

Julie McElmurry

Julie McElmurry, SEAC Communications Committee Chairman